

Contract User Guide for HSP42

HSP42: COVID-19 pooled testing services

UPDATED: April 27, 2021

Contract #:	HSP42
MMARS MA #:	HSP42*
Initial Contract Term:	March 29, 2021 – August 31, 2021
Maximum End Date:	August 31, 2021
Current Contract Term:	March 29, 2021 – August 31, 2021
Contract Manager:	Lauren Woo, lauren.woo@mass.gov
UNSPSC Codes:	41-11-16 Manual test kits and quality controls and calibrators and standards 41-11-26 Hygiene monitoring and testing equipment 41-11-58 Clinical and diagnostic analyzers and accessories and supplies 41-11-60 Clinical and diagnostic analyzer reagents 41-11-62 Patient point of care testing supplies and equipment 42-18-15 Diagnostic assessment and exam products for general use 85-12-22 Individual health screening and assessment services 85-10-15 Healthcare centers 85-12-18 Medical laboratories

*The asterisk is required when referencing the contract in the Massachusetts Management Accounting Reporting System (MMARS).

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Contract Summary

This is a Statewide Contract for HSP42 – COVID-19 Pooled Testing Services. Due to the COVID-19 pandemic and declared state of emergency by Governor Baker on March 10, 2020, the Commonwealth of Massachusetts has been working to expand access to COVID-19 testing resources for state agencies, school districts, and other entities across the Commonwealth to limit the spread of COVID-19. In continuation of these efforts, the Commonwealth is seeking to implement pooled testing to mitigate the spread of COVID-19. Pooled testing involves mixing numerous samples into a “batch” or “pool”, and then testing the sample with PCR tests to detect COVID-19.

Beginning on March 29, 2021, Buyers may utilize this statewide contract to purchase pooled testing services from qualified vendors. This contract user guide explains the mechanism by which Buyers can receive quotes and purchase pooled testing services from the statewide contract.

Please note: public school districts, education collaboratives, and charter schools may be eligible to have pooled testing services purchased off this contract by EOHHS after April 25. Buyers should contact K12COVID19testing@mass.gov to determine their eligibility for this arrangement.

Additional information on the process for soliciting quotes under a statewide contract can be found below.

COVID-19 Updates

Buyers are encouraged to engage with vendors for additional information.

Cleaning and Disinfecting Services

For cleaning services, all vendors must follow the CDC’s guidance on [Cleaning and Disinfecting](#) and applicable COVID-19 [OSHA](#) guidance and standards.

Supplying Disinfectant and Sanitizer Products

If you are purchasing disinfectants and hand sanitizers for use against COVID-19, make sure that all products meet the guidelines established by the EPA and the CDC:

- Disinfectants: should be on the EPA’s [List N: Disinfectants for Use Against SARS-CoV-2](#) AND registered by the [Massachusetts Pesticide Board Subcommittee](#)
- Hand Sanitizers: The CDC [Hand Hygiene Recommendations](#) cite at least 60% alcohol based hand sanitizer *if soap and water are not available*. For healthcare, refer to the CDC’s [Hand Hygiene in Healthcare Settings](#) for more information.

Safety

It is against state and federal law to use disinfectants in a manner that is not intended by the instructions on the label (for example, wide area spraying of a chemical that is not specified for use in this way). The use of disinfectants does not require a license in Massachusetts, but purchasers should review [OSHA guidance and standards](#), and ensure the individuals using disinfectants are aware of the guidance.

Contract Categories

Pooled testing services: This contract provides Buyers access to pooled testing kits and vendors to coordinate the logistics required for successful testing. Vendors offering services under this contract will provide Buyers with all services and materials involved with pooled testing, including:

- Shipping logistics for delivery of specimen collection materials

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OPERATIONAL SERVICES DIVISION

- Specimen collection materials, instructions, and training
- Physician ordering services
- Laboratory processing
- Results distribution
- Follow-up testing performed at the individual level for all members of a positive pooled test to identify the positive individual(s) in the pool
- Onsite support with testing coordination and specimen collection, as needed

Benefits and Cost Savings

Statewide contracts are an easy way to obtain benefits for your organization by leveraging the Commonwealth's buying power, solicitation process, contracting expertise, vendor management and oversight, and the availability of environmentally preferable products.

Find Bid/Contract Documents

To find all contract-specific documents, including the Contract User Guide, RFR, specifications, price sheets and other attachments, visit [COMMBUYS.com](https://www.commbuys.com) and search for HSP42 to find related Master Blanket Purchase Order (MBPO) information.

Who Can Use This Contract

Applicable Procurement Law

Executive Branch Goods and Services: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00.

Eligible Entities

Please see the standard list of Eligible Entities on our [Who Can Use Statewide Contracts](#) webpage.

Subcontractors

The awarded vendor's use of subcontractors is subject to the provisions of the Commonwealth's Terms and Conditions and Standard Contract Form, as well as other applicable terms of this Statewide Contract.

Pricing, Quote and Purchase Options

Purchase Options

The purchase options identified below are the only acceptable options that may be used on this contract:

- This is a fee for service contract for all services.

Pricing Options

Pricing under this statewide contract is **ceiling/not-to-exceed pricing**. Contract discounts and other pricing published under the contract represents "ceiling" or "not-to-exceed" pricing and may be further negotiated. **Vendors may not charge buyers any price in excess of the ceiling prices.**

Product/Service Pricing and Finding Vendor Price Files

Product pricing for each vendor is listed in Appendix B. Product pricing may also be found by going to [COMMBUYS.com](https://www.commbuys.com) and searching for **HSP42**.

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All prices reflect price ceilings. Buyers may negotiate prices below the ceiling prices.

Setting Up a COMMBUYS Account

COMMBUYS is the Commonwealth's electronic Market Center supporting online commerce between government purchasers and businesses. If you do not have one already, contact the COMMBUYS Help Desk to set up a COMMBUYS buyer account for your organization: (888)-627-8283 or OSDhelpdesk@mass.gov.

When contacting a vendor on statewide contract, always reference **HSP42** to receive contract pricing.

Quick Search in COMMBUYS

Log into COMMBUYS, and use the Search box on the COMMBUYS header bar to locate items described on the MBPO or within the vendor catalog line items. Select Contract/Blanket or Catalog from the drop-down menu.

How To Purchase From The Contract

This COMMBUYS functionality provides a mechanism to easily obtain quotes, as specified by the Contract. The buyer would create a Release Requisition, and then convert it to a Bid. After approval by the buyer approving officer, the bid is then sent to selected vendors to request quotes. Buyers must include "HSP42 RFQ" when entering information in the Description field.

Please note: public school districts, education collaboratives, and charter schools may be eligible to have pooled testing services purchased off this contract by EOHHS after April 25. Entities should contact K12COVID19testing@mass.gov to determine their eligibility for this arrangement.

Purchase options

Buyers purchasing directly from this contract by obtaining quotes for pooled testing services through COMMBUYS. Buyers conduct the following steps to solicit quotes on COMMBUYS:

- Create a solicitation enabled bid using a release requisition
- Convert the requisition to a bid
- Request quotes from eligible vendors

Buyers can find an overview of how to purchase pooled testing services from this contact [here](#).

Non-executive branch, non-COMMBUYS users may purchase off of this contract by utilizing their local procurement processes. Additional information for local governments can be found [here](#).

Vendors will submit invoices to Buyers on the schedule set forth in Section 7.5.1 of the Contract. Buyers reserve the right to withhold payment for any scheduled service that is not met until properly completed. Buyers also reserve the right to apply a retainage on all payments to ensure delivery of services under the terms of the contract.

Instructions for MMARS Users

HSP42 MMARS users must reference the MA number in the proper field in MMARS when placing orders with any contractor.

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Environmentally Preferable Products (EPP)

EPP Requirements:

State buyers are reminded that [Environmentally Preferable Products \(EPP\) Procurement Program](#) requirements for the use of environmentally preferable disinfectants, and some cleaning supplies, has been waived due to the availability of the products impacted by the demand caused by COVID-19. As the EPP supply replenishes, buyers are reminded that these disinfectants and other third-party certified products remain recommended for use and are selected for public health and environmental standards. For additional guidance, visit the Toxics Use Reduction Institute's [COVID-19: Safely Clean & Disinfect](#) webpage.

Contract Exclusions and Related Statewide Contracts

Purchasing by public school districts, education collaboratives, and charter schools

Public school districts, education collaboratives, and charter schools may be eligible to have pooled testing services purchased off this contract by EOHS after April 25. Entities should contact K12COVID19testing@mass.gov to determine their eligibility for this arrangement.

Emergency Services

Many statewide contracts are required to provide products or services in cases of statewide emergencies. [ML - 801 CMR 21](#) defines emergency for procurement purposes. Visit the [Emergency Contact Information for Statewide Contracts](#) list for emergency services related to this contract.

Shipping/Delivery/Returns

Under this statewide contract, Buyers may choose to either (a) coordinate their own shipping of pooled testing specimens, or (b) work with vendors to coordinate shipping of specimens. In both instances, the Buyer is responsible for the cost of shipping. If Buyers rely on vendors to coordinate shipping, all costs incurred will be billed to the Eligible Entity as a pass-through cost. Buyers may find ceiling/not-to-exceed shipping costs for each vendor in Appendix B.

Additional Information/FAQs

Age restrictions

Pooled Testing Kits can be self-administered for individuals age 7 and older, as long as they are supervised by trained staff. Children under 7 years of age will not be able to self-administer the pooled testing swab or salivary sample. Abbott BinaxNOW tests cannot be self-administered in any capacity; these tests require a trained individual to carry out testing for each individual follow-up. Information on the trainings and requirements to use BinaxNOW may be found [here](#).

Geographical Service Area

Vendors serve all regions of the Commonwealth.

Other Discounts

- **Prompt Pay Discounts:** A discount given to the buyer if paid within a certain time period. These discounts may be found in the [Vendor List and Information](#) section below. All discounts offered will be taken in cases where the payment issue date is within the specified number of days listed by vendor and in accordance with the Commonwealth's Bill Paying Policy. Payment days will be measured from the date goods are received and accepted / performance was completed OR the date an invoice is received by the Commonwealth, whichever is later to the date the payment is issued as an EFT (preferred method) or mailed by the State Treasurer. The date

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of payment “issue” is the date a payment is considered “paid” not the date a payment is “received” by a Contractor.

If the Needed Product Can Not be Found

If a component of pooled testing services cannot be found in the vendor’s price sheet, it is recommended to contact DESE/OSD directly to inquire if it is available for purchase on this contract. If the service meets the scope of the product category, the vendor may be able to add it to their product offerings if approved by DESE/OSD

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Strategic Sourcing Team Members

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- Russell Johnston, Department of Elementary and Secondary Education
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- Sorraia Tavares, Operational Services Division
- Jonna Willis, Department of Elementary and Secondary Education
- Lauren Woo, Department of Elementary and Secondary Education
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Vendor List and Information*

Vendor	Master Blanket Purchase Order #	COMMBUYS Catalog Punch Out Available	Contact Person	Phone #	Email	Counties	Discounts (PPD, Dock Delivery, Other)	Minimum Order
MBPO (All contract documents)	PO-21-1080-OSD03-SRC02-21702	N/A	Lauren Woo	781-338-3563	Lauren.Woo@mass.gov	All	N/A	N/A
*Solicitation Enabled	PO-21-1080-OSD03-SRC02-21681	N/A	Lauren Woo	781-338-3563	Lauren.Woo@mass.gov	All	N/A	N/A
CIC Health Testing Services, LLC	PO-21-1080-OSD03-SRC02-21678	N/A	Bill Jacobson	617-388-7136	bill.jacobson@cic.com	All	PPD: 5%-10 Days 0%-15 Days 0%-20 Days 0%-30 Days	N/A
Ginkgo Bioworks, Inc.	PO-21-1080-OSD03-SRC02-21675	N/A	Ben Rome	617-947-7378	brome@ginkgobioworks.com	All	PPD: 1.75%-10 Days 1.5%-15 Days 1.25%-20 Days 0.75 %-30 Days	N/A
JCM Analytics LLC	PO-21-1080-OSD03-SRC02-21677	N/A	Corey Palermo	(919) 973-6958	corey.palermo@jcma-llc.com	All	N/A	N/A
Project Beacon COVID-19 LLC	PO-21-1080-OSD03-SRC02-21676	N/A	Emily Schenkein	617 741-7310	eschenkein@beacontesting.com	All	PPD: 1%-10 Days 0%-15 Days 0%-20 Days	N/A

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Vendor	Master Blanket Purchase Order #	COMMBUYS Catalog Punch Out Available	Contact Person	Phone #	Email	Counties	Discounts (PPD, Dock Delivery, Other)	Minimum Order
MBPO (All contract documents)	PO-21-1080-OSD03-SRC02-21702	N/A	Lauren Woo	781-338-3563	Lauren.Woo@mass.gov	All	N/A	N/A
*Solicitation Enabled	PO-21-1080-OSD03-SRC02-21681	N/A	Lauren Woo	781-338-3563	Lauren.Woo@mass.gov	All	N/A	N/A
							0%-30 Days	
Quest Diagnostics Massachusetts, LLC	PO-21-1080-OSD03-SRC02-21680		Durban Clement	646-398-4963	Durban.M.Clement@QuestDiagnostics.com	All	None	N/A
Veritas Genetics Inc.	PO-21-1080-OSD03-SRC02-21679		Mirza Cifric	617-545-4790	mirza.cifric@veritasgenetics.com	All	PPD: 5%-10 Days 4%-15 Days 3%-20 Days 2%-30 Days	N/A

*Note that COMMBUYS is the official system of record for vendor contact information.

**The Master Contract Record MBPO is the central repository for all common contract files. [Price files may be found in the individual vendor's MBPO.] The Solicitation Enabled MBPO is to be used to solicit Requests for Quotes (RFQs) from multiple vendors

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Appendix A: Vendor prices for pooled testing services

Table 1: Product pricing – COVID-19 test processing services

N/A indicated that the vendor does not provide the identified product. A cost of \$0 indicates that the vendor provides the service free of charge. All prices reflect price ceilings. Price ceilings must remain firm for the duration of the contract.

Product		CIC Health ¹	Ginkgo Bioworks	JCM Analytics, LLC	Project Beacon	Quest Diagnostics	Veritas Genetics
Initial one-time start up payment amount for each new Eligible Entity served by the Contractor		\$800	\$800	\$1,404	\$500	\$0	\$200
Monthly administrative payment for each Eligible Entity to which the Contractor has provided Pooled Test Kits in the billing month		\$250	\$250	\$5,839	\$500	\$0	\$100
Per Pooled Testing Kit rate, for each respective number of swabs (listed to the right), for which a result has been reported according to the terms of the Contract.	No greater than 10 individual swabs	\$50	\$85	\$13.01 per swab in pool ²	\$30 (no L2 services) \$45 (L2 services) ³	\$60	\$49
	(If applicable) At least eleven and no greater than twenty-	N/A	\$85	\$13.01 per swab in pool ⁴	N/A	N/A	\$85

¹ All prices assume prompt pay discount (PPD).

² Price represents cost per swab in pooled test. If there are 10 swabs in the pool, cost would be \$130.13.

³ If a Buyer choose to receive logistical support services as outline in Table 3, price per pooled testing kit is \$45 in addition to the costs listed in Table 3.

⁴ Price represents cost per swab in pooled test. If there are 15 swabs in the pool, cost would be \$195.15.

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	five individual swabs						
Per individual PCR Follow Up Test submitted, if any, for which a result has been reported according to the terms of this Contract.	PCR Follow-up	\$35.83	\$78	\$1,172 per pool ⁵	\$26.50	\$0 or \$69 ⁶	\$20 ⁷
	Physician's order, if provided by Contractor	\$11.27	\$4	N/A	\$10 ⁸	\$10	\$5
Per antigen Follow Up Test record, if any, sent by Contractor and successfully received by DPH according to the terms of this Contract		\$0	\$0.75 ⁹	N/A	N/A	\$0 or \$69 ⁸	\$25

Table 2: Transportation of specimens

⁵ Represents the price to perform immediate pool deconvolution for an entire pool.

⁶ "Third Party Billing" means Quest Diagnostics takes on the administration to file Commercial Insurance, Medicaid and Medicare. Insurance information must be provided to Quest Diagnostics and the test must be ordered from an authorized provider.

⁷ Represents the price for immediate pool deconvolution for each swab in a pool. If the pool contains five swabs, the cost will be \$100. Veritas PCR follow-up does not require acquisition of new samples from the collection site.

⁸ This price requires a minimum order of 250 Tests.

⁹ If Eligible Entity requires a physician's order for antigen Follow Up Test, the rate shall be \$4 per test.

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Product	CIC Health	Ginkgo Bioworks	JCM Analytics, LLC	Project Beacon	Quest Diagnostics	Veritas Genetics ¹⁰
Weekly cost to transport specimens to the Authorized Processing Laboratories via shipping service (e.g., FedEx)	\$40	\$500 ¹¹	\$400	N/A	\$0	\$75
Weekly cost to transport specimens to the Authorized Processing Laboratories via courier service	\$120	\$1,500 ¹²	\$1,200	\$200 ¹³	\$0	\$100

¹⁰ Above pricing is per facility. Veritas courier service will attempt to arrange multiple pickup sites on a single pickup route further reducing the cost per facility when possible.

¹¹ Weekly FedEx payment is based on a maximum of 300 pools per week; given there is no upper bound on how many pools an Eligible Entity might run, weekly FedEx costs could exceed stated amount (though this scenario is unlikely). All Eligible Entities will receive pre-paid FedEx labels as part of their test kit. If used, Eligible Entities will be billed the actual cost of the shipping, which can vary based on a variety of factors, but generally is between \$15 and \$95 per box (up to 15 pools). Total weekly charges are a function of number of boxes.

¹² Weekly courier service payment is based on a scenario where an Eligible Entity has 10 locations, each with 2 test days per week; given there is no upper bound to how many locations an Eligible Entity might have, weekly courier costs could exceed stated amount (though this scenario is unlikely). Courier service cost varies between approximately \$50 and \$300 per pickup, depending on distance from the lab and number of stops made (in the event of picking up from multiple schools in a district). Total weekly charges are a function of number of testing days per week, and number of locations, and actual cost will be billed.

¹³ Price is the not-to-exceed **per shipment** price.

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Table 3: Logistical and support services

Product	CIC Health	Ginkgo Bioworks	JCM Analytics, LLC	Project Beacon ¹⁴	Quest Diagnostics	Veritas Genetics
Hourly cost for a Site Based Coordinator	\$95	\$100 ¹⁵	\$146	\$50	\$95 ¹⁶	\$50
Hourly cost for a Specimen Collection	\$95	\$100	N/A	\$50	\$0	\$75

¹⁴ Not to exceed rate of \$50/hour requires a commitment to pay for 37.5 hours per resource (i.e., individual Site Based Coordinator or Specimen Collector) per site per week, unless otherwise agreed to by Project Beacon and Eligible Entity. If an Eligible Entity can use a resource across multiple sites, we will attempt to do so; however, Eligible Entities must be prepared for the risk that this may not always be possible. As such, use of part time resources (i.e., less than 37.5 hours per site per week) must be determined on a case-by-case basis.

¹⁵ Site Based Coordinator and Specimen Collector charged at 6-hour per day minimum.

¹⁶ Site-based coordinator costs includes both site-based coordination and specimen collection.

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Appendix B: Vendor offerings

All vendors must offer the services identified in the **Section 3.1 of the HSP42 RFR**. However, each vendor may offer slightly distinctive services. This appendix provides high-level information on components of pooled testing services offered by each vendor. When requesting a quote, Buyers should request additional information on the specific services that a vendor may provide. This table **is not** an exhaustive list of services provided by each vendor, and each vendor may offer distinctive services not described within this table.

Qualified vendor	Pooled specimen type	Reporting platform	Testing method	Available pool size (samples per pool)	Laboratory and location
CIC Health	Nasal swab	Crush the Curve / Project Beacon	Pooled testing with onsite follow-up testing to determine the positive member(s) of a pool.	5-10	The Broad Institute (Cambridge, MA)
Ginkgo Bioworks	Nasal swab	Ginkgo Bioworks (own platform)	Pooled testing with onsite follow-up testing to determine the positive member(s) of a pool.	5-25	Northeastern University (Boston, MA) Ginkgo Bioworks (Boston, MA)
JCM Analytics, LLC	Nasal swab	JCMWorks	Pooled testing with at-laboratory pool deconvolution to determine the positive member(s) in the pool.	5-16	CIAN Diagnostics (Frederick, MD)
Project Beacon	Nasal swab	Project Beacon (own platform)	Pooled testing with onsite follow-up testing to determine the positive member(s) of a pool.	5-10	The Broad Institute (Cambridge, MA)
Quest Diagnostics	Nasal swab	CLEAR Health Pass	Pooled testing with onsite follow-up testing to determine the positive member(s) of a pool.	5-10	Quest Diagnostics (Marlborough, MA)
Veritas Genetics	Saliva	Veritas Genetics (own platform)	Pooled testing with at-laboratory pool deconvolution to determine the positive member(s) in the pool.	5-25	Veritas Genetics (Danvers, MA)

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